

## Singapore Company Name Change Procedures and Fees

*Unless otherwise indicated, the company mentioned anywhere in this quotation refers to a private company limited by shares incorporated in accordance with the Singapore Companies Act 1967.*

Our fee for handling formalities for change of name of a Singapore registered company is SGD600. The fee quoted here cover both our service fees and fees charged by the Accounting and Corporate Regulatory Authority (ACRA) of Singapore.

Normally, ACRA needs one day to approve a proposed name and another day to process the change. Therefore, the whole process for change of name of a Singapore company can be completed in as less as three (3) working days.

Please note that if the proposed company name needs to be appealed, the name appeal will be referred to ACRA for approval and result will be issued within three (3) additional working days in normal case.

The change of a company name takes effect from the date of issue of Notice of Change of Name, instead of the date passing the resolution resolving to change the name.

Client is advised to inform the bank of the company immediately after receipt the Notice of Change of Name to allow them to update their records. It should be note that banks may take two weeks or even longer time to update their records.

The fee quoted here is for general reference only and may subject to change from time to time.

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### 1. Change of Company Name – Services and Fees

Our fee for handling the formalities for change of name of a Singapore registered private company is SGD600 (exclude name appeals filed with ACRA at a fee of SGD200, if necessary). The fee cover both our service fees, fees charged by the Singapore Accounting and Corporate Regulatory Authority (ACRA).

In particular, our fee covers the following items of services:

- (1) Answering client's questions in respect of change of company name in Singapore;
- (2) Performing an availability search and application for reservation of proposed name;
- (3) Preparation of written resolutions or minutes of directors/shareholders resolving the change of company name;
- (4) Filing of name change documents with ACRA and payment of official filing fee;
- (5) Collecting E-Notice of Change of Name from ACRA

#### Ad Hoc – Services and Fees (Optional)

No.	Services	Fee (SGD)
1	Purchase of new Certificate of Incorporation	100
2	**Printing of 4 sets of Constitution and purchase of 2 company stamp for change of name	200
3	Courier fee	If applicable

\*\*Please note that reprinting of Constitution to incorporate the new name is not required by the Companies Act, unless otherwise requested.

### 2. Payment Terms and Methods

Upon receipt of your confirmation of engagement, we will issue and email our invoice together with the wiring instruction to you for your settlement. Please write our invoice number or account number in the message section of the remittance receipt and send a copy of the same to us after fund is remitted. Because of the nature of services, we require full payment in advance. Also, once service is commenced, no service fee will be refunded except in special cases.

We currently accept Hong Kong Dollar check, cash or TT and credit card through PayPal only. If payment is settled through PayPal, extra 5% services fee will be charged.

### 3. Materials Required for Change of Name of a Singapore Company

The following materials are required for change of name of a Singapore company:

- (1) Proposed new company name (in English only);
- (2) A copy of Constitution;
- (3) A copy of the latest Bizfile;

If Kaizen is company secretary of your Singapore company, then you are only required to provide us the proposed new name of the company.

In respect of the proposed name, it could only be in English, and it should be ended with PTE. LTD. or Private Limited or Pte. Limited.

In addition, it is subject to the same restrictions as it is used in the registration of a new company. Specifically, ACRA will refuse to register a proposed company name which is:

- (1) Considered by ACRA as undesirable. For example, the business name is obscene or religious in nature;
- (2) Identical to an already reserved name. Reserved business name are names already approved by ACRA but has not been registered yet. A proposed names once approved by ACRA, is reserved for 120 days;
- (3) Identical to other registered business name(s);
- (4) Prohibited by order of the Minister for Finance of Republic of Singapore. Currently, only the word “Temasek” is not accepted for registration; and
- (5) A name that is identical to that of a company which has been wound up for less than 2 years or has been struck off for less than 6 years will also be rejected.

### 4. Procedures and Time Frame

It normally takes 1 day to obtain approval for reservation of proposed name, provided it is not being referred to other authorities for approval. The detailed procedures for change of name of a Singapore company are as follows:

Step	Description	Day
1	Client confirms with Kaizen of the engagement for change of company name. Kaizen issues and send an invoice to client.	1
2	Client emails all materials required (as listed in Section 3) to Kaizen and at the same time, arranges settlement of Kaizen's invoice	Client's schedule
3	Kaizen performs name availability search and prepares documents for client signature	3
4	Client signs off the change of company name documents and return to duly signed documents to Kaizen by email	Client's schedule
5	Upon receipt of documents, Kaizen reserves the proposed name with ACRA	1
6	Proposed name appeal and referred to ACRA (if applicable)	3 or more
7	Proposed name approved, Kaizen files the change of company name with ACRA	1
8	Kaizen receives latest Bizfile and Notice of Change of Name from ACRA, and send it to client. Change of company name completed.	1
9	Kaizen arranges to prepare and deliver new Certificate of Incorporation, Constitution and company stamp to client (if applicable)	Courier Agent's schedule
	<b>TOTAL:</b>	<b>7 and above</b>

#### 5. Effective Date of Change of Name

The change of a company name takes effect from the date that ACRA issues the Notice of Change of Name, instead of from the date when the resolution resolving to the change of name is passed.

#### 6. Materials Returned to Client

After the Change of company name progress is completed, we will hand over the following items to client:

- (1) Latest Bizfile;
- (2) Notice of Change of Name;
- (3) Certificate of Incorporation, Constitution and company stamp (if applicable).

*If you wish to obtain more information or assistance, please visit our official website at [www.kaizencpa.com](http://www.kaizencpa.com) or contact us through the following methods:*

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